

Outstanding Support of Military Children in North Carolina Recognition



Sponsored by:

North Carolina Cooperative Extension Military Outreach

Purpose:

The purpose of the Outstanding Support of Military Children in North Carolina Recognition Program is to recognize clubs/groups who demonstrates an exceptional commitment by developing and implementing innovative programs, positive opportunities and additional resources for military families and their children within their communities and across North Carolina over the past year.

The North Carolina Cooperative Extension Military Outreach program sponsors the statewide recognition program to acknowledge the outstanding work of clubs/groups who give their time, talent and resources in support of North Carolina's military children, families and veterans.

Awards:

• Club or Group Recognition

Guidelines:

1. Confine all answers to space provided unless otherwise indicated.
2. Use standard type, do not reduce
3. Nomination information must be stapled to the transmittal form in the upper left corner. Do not bind information in booklets, folders, etc. unless otherwise indicated.
4. Nominations should be based only on the past one-year (1 October 2013 through 30 September 2014) of service.
5. Nominations are incomplete and will not be accepted without the signature of the county agent of the county in which the work was completed or the signature of the program assistant/associate or county director in the event of vacancy in the agent position in that county.
6. Recognition will be presented to recipients at the NC 4-H State Congress

Nominations:

Nominations may be submitted by 4-H Volunteers, 4-H Agents, County and District Extension Directors, and NCSU Faculty.

Recognition Timeline:

13 May 2015	All nominations for recognition <u>must be</u> in the state 4-H office at 5:00 PM. (recognizing outstanding support from 1 October 2013 through 30 September 2014)
1 June 2015	Notification of county of award winners.
19 July 2015	Presentation of awards at the North Carolina 4-H State Congress

**Outstanding Support of Military Children in North Carolina Recognition
2015 Transmittal Form**

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Nominee Information

Name _____ County _____

Address _____

Telephone _____ District _____

Branch of Service Nominee is providing service to _____

Nominator Name _____ Telephone _____

Signature of 4-H Agent or Designee _____ Date _____

Award for which nominee is to be considered (Check the appropriate category and enclose a copy for each):

Club or Group Recognition

Describe in 75 words or less the nominee's volunteer activity and service in a statement suitable for publicity and for the program.

Nomination Form for CLUB or GROUP RECOGNITION

- 1) **Project Background** – Explain how you decided on the project/activity. List your goals and outline the plan of action you developed to achieve your goals.
- 2) **Division of Leadership** – Describe the responsibilities of the members and adult leaders for the year. Include committees and their responsibilities, work arrangements, job descriptions and how jobs fit into the overall picture.
- 3) **Resources** – List and describe outside resources that were utilized to meet your goals, including individuals, other groups, community facilities, etc. Provide details on why and how these resources were used. (If the resources listed include another 4-H club, the name of the club and a contact individual should be listed.)
- 4) **Activities** – List programs that club members attended or presentations members made – in relation to the project/activity being reported on. Include demonstrations, presentations, media appearances, tours, workshops, news articles published, field trips, etc.
- 5) **Educational Results for the Group** – What new skills, knowledge, and/or attitudes were learned by individual members or the group as a whole? Be as specific as possible.
- 6) **Program Results for the Community*** – How many people were reached with the program/activity? What actions were taken by community members as a result of this activity? How were skills, knowledge, and/or attitudes of the community affected?
(“Community” is used here to describe whatever group was to be the benefactor of the overall program/activity. It could be the 4-H club/group itself, the local neighborhood, another specific group, etc.)*
- 7) **Evaluation and Future Plans** – Does the group plan to continue this project/activity? If so, what changes and/or additions do they expect to make to improve their results?

Scoring of the reports will be based on the following criteria:

Teamwork & Youth Leadership **50%**

Includes the ability of the group to identify and develop a plan of action; members and leaders equally involved in the implementation; Youth taking on leadership responsibilities for major portions of the program; Involvement of other resources in carrying out the plan of action; and Youth involvement in the completion of this report.

Individual Member's Experiences **15%**

Includes new knowledge, attitudes, and skills acquired by members of the group; and Participation in other activities related to the project.

Contributions to Group and Community **35%**

Includes raising awareness within the group and community; Involvement of community in assisting and/or participating in the program/activity; Changes in community actions; and Evaluation of program effectiveness and future plans.

Each report should include:

- ◆ ***Cover page*** – This page should be completed, including the required signatures and contact information.
- ◆ ***Club/Group Report*** – A maximum of three (3) pages (single-sided) of typed responses to the items listed below. Standard 8-1/2" by 11" paper should be used. Type size should be no smaller than 11 point Times Roman font. Margins should be a minimum of 1" on all four edges of the page. The name or title of the project/activity should be included on the top of the first page of the report. NOTE: Reports placed in protective sheets may be removed for photocopying of information and/or ease of reading.
- ◆ ***Support Materials*** – A maximum of 3 double-sided or 6 single-sided pages of support materials (photos, news stories, letters, etc.) may be included with this report. Captions should be included for any photographs. Standard 8-1/2" x 11" paper should be used to mount support materials.

All reports should be enclosed in a folder or 3-ring binder for protection. The name of the club, county, and curriculum area should be visible on the outside of the folder/binder.

Supporting statements may go on separate pages and should include up to three items from any combination of the following individuals:

1. Another Extension staff member providing evidence of the nominee's support of volunteers in the county program.
2. Letter of reference from a community leader or 4-H'er.
3. Letter of support from a volunteer.

Thanks to the University of Illinois Extension for their assistance with resources and suggestions in creating the NC Cooperative Extension Military Outreach "Outstanding Club/Group Recognition" format.